

# **CREQ (Capital Related Equipment) Grant Update Information**

**Skip Brown  
CREQ Grant Manager**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

**Alden Times**

no.203.078

THE WILMINGTON POST NEWS

- since 1879 -

**Let's**

**Georgia Public School**

**Play By**

**Investigation for Misuse of**

**The Rules**

**Bond Funds**

# A Good Rule to Follow

*Before making the decision to ask for reimbursement, ask yourself the following:*

- If in five years my system's capital equipment grant is being audited, could I take the auditors to the building, room, and place my hand on the item?
- Am I willing to keep track of this item on the CREQ Inventory Control form?



Dr. John D. Barge, State School Superintendent  
"Making Education Work for All Georgians"  
[www.gadoe.org](http://www.gadoe.org)

# Mandatory Pre-Approval Process

**Secure quotes for selected equipment by program area. Do not compile equipment for multiple program areas on one quote.**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

# Mandatory Pre-Approval Process

Submit PDF copies of quotes for approval that are program specific to [lplan@doe.k12.ga.us](mailto:lplan@doe.k12.ga.us). The subject line of your email should follow this format:

**Pre-Approval Request – Capital  
Equipment - *Your System* – *Program Lab***



Dr. John D. Barge, State School Superintendent  
"Making Education Work for All Georgians"  
[www.gadoe.org](http://www.gadoe.org)

**Any Invoice submitted for reimbursement that was not originally submitted as a quote for approval, and approved by a content Program Specialist will be denied.**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

**Invoices referencing Quotes previously submitted (approved by content Program Specialist via email) for expenditures must be submitted via GAORS within 90 days of the invoice date. No purchase made after June 30, 2013 will be approved.**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

**Any purchase made  
between April 1<sup>st</sup> and  
June 30<sup>th</sup> must be  
submitted by July 31<sup>st</sup>  
2013.**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

**As you post your last invoices to finalize your request for reimbursement for FY13 in the Con-App, you must attach your CREQ Inventory Form to that upload or email it to the Grant Manager before these invoices will be approved.**

**<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/CTAE/Pages/Facilities-Capital-Equipment-and-Equipment-Lists.aspx>**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

**What to do if grant  
funds will not be used  
during the grant period  
for which they are  
approved**



**Dr. John D. Barge, State School Superintendent**

*"Making Education Work for All Georgians"*

[www.gadoe.org](http://www.gadoe.org)

The system superintendent should notify the GaDOE by sending a message via [lplan@doe.k12.ga.us](mailto:lplan@doe.k12.ga.us)

**Detailing the system, facility(s), program(s) and amount of funding to be released.**



**Cancelled program grant funds cannot be used by the system in another program or “rolled over” into the next school year.**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

**Future funding for a cancelled program grant will require that a new application be submitted by the local system. In this case, a new set of architectural plans will not be required.**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

**March 5, 2013 – 1:00-3:30**  
**FY13 CREQ Grant Completion**  
**Training**

**All FY13 CREQ Recipient Systems**  
**Mandatory System**  
**Must Be Represented**  
**Representation**

**1514 Bass Road, Macon Georgia**  
**478-477-9776**

*The only way to qualify to not attend this meeting is if you have completed and received approval for 100% of your FY13 CREQ funds and also have uploaded the FY13 CREQ Inventory Document, or emailed it to the Grant Manager.*



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

# FY14 CREQ Update

## May 15, 2013 – FY14 Phase II Verification Date

- Verification of all DOE/CTAE facility review submission and completion.
- Verification of all information for systems that did not make Phase I FY14 Application but are needing funds.



# FY14 CREQ Update Mandatory Training Event -

*Tentative*

## FY14 CREQ Grant Recipients Training

GACTE Pre-Conference event

Save the Date Wednesday, July 10,  
2013

11:30-2:00 – Waverly Hotel



Dr. John D. Barge, State School Superintendent  
"Making Education Work for All Georgians"  
[www.gadoe.org](http://www.gadoe.org)

# FY15 CREQ

**May 15, 2013 Con-App  
Application Deadline**

***How do I make sure my  
system is ready to apply?***



Dr. John D. Barge, State School Superintendent  
"Making Education Work for All Georgians"  
[www.gadoe.org](http://www.gadoe.org)

# Has my system done the necessary research to determine what program(s) we need to be offering?

- Economic Development (Chamber)
- Local Business & Industry Survey
- Student Interest Survey
- Consulted DOE/CTAE Program Specialist



# Do these program(s) meet the requirements to receive CREQ funding?

- These funds are only for CTAE Labs in new school buildings or in newly modified labs where new programs are being implemented.
- These grant funds are **NOT** for existing programs in facilities that are not undergoing a modification!



# Do these programs meet the requirements to receive CREQ funding? Continued

- 5 Years – Minimum commitment for program in a funded facility.
- CREQ Grant funds are focused toward programs that begin at the beginning of that school year.
- The grant funds are designed to only provide funding for large essential equipment.



Has my system made the commitment to provide the necessary funds to either build the new program(s) facility or modify a current facility, including furniture?

- CREQ funds **cannot** be used for building materials or classroom/lab furniture!
- Grant Applicant/Recipient must own the facility.



# What is the definition of a NEW, MODIFIED and RENOVATED facility?

**New Facility-** the facility or addition does not exist on the schools current facility site plan.

## ***Important Note:***

If an existing CTAE program is being moved from a current location to the new facility or new addition, that program can only qualify for CREQ funding if it has not received funding in the last five years.



# What is the definition of a NEW, MODIFIED and RENOVATED facility?

**Modified Facility** – the facility being modified exist on the schools current site, but requires significant alteration to meet the DOE/CTAE requirements and upgrades that are required by industry i.e. Structural changes, plumbing, electrical and ventilation.

## ***Important Note:***

If the program currently housed in the Modified Facility will remain or a program currently existing in the facility is moved to this location, CREQ funding can only be requested if that program has not been funded within the last five years, and if qualified, would be considered a Modified Facility CREQ request.

If the facility being Modified is to offer a New program (not currently being offered at this school) it would qualify as a New Facility CREQ request.



Dr. John D. Barge, State School Superintendent

*"Making Education Work for All Georgians"*

[www.gadoe.org](http://www.gadoe.org)

What is the definition of a NEW,  
MODIFIED and RENOVATED facility?

**Renovated Facility** – Cosmetic  
Improvement that does not require a  
change to structural components or  
major mechanical changes of the  
existing facility. This facility does not  
qualify for CREQ funding.



Dr. John D. Barge, State School Superintendent  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

# Where do I find detailed information about required lab designs/layouts, square footage requirements, and also types of equipment that the lab(s) must be designed to support?

- Lab Size Requirements -

<http://archives.gadoe.org/DMGetDocument.aspx/CTAE%20Lab%20Size%20Requirements.pdf?p=6CC6799F8C1371F660D2D4D56AF769C3FDB93118AA587BB056FB43DB5B40E5E9&Type=D>

- Suggested Lab Designs & Program Specific Equipment List

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/CTAE/Pages/Facilities-Capital-Equipment-and-Equipment-Lists.aspx>



Where do I find detailed information about required lab designs/layouts, square footage requirements, and also types of equipment that the lab(s) must be designed to support? Cont'd

- The DOE/CTAE Program Specialist are always at your disposal to offer suggestions or guide you to resources that may take care of Architectural design issues while in the development stage, which will expedite the approval process later.
- Direct contact with equipment vendors during the planning and development stage can provide design details that also will speed the process.



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

Where do I find detailed information about required lab designs/layouts, square footage requirements, and also types of equipment that the lab(s) must be designed to support? Cont'd

As an FYI, the DOE Facility Services Group does have a staff member that is assigned to your region of the state. These staff members are given the charge to work directly with your systems facilities staff member. Please do not circumvent your systems chain of command by contacting these individuals directly. The issues that can result work the same on their side of the fence as it does on ours.



Dr. John D. Barge, State School Superintendent  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

Has my system already created the necessary drawing package, and **Completed** the mandatory submission and approval process through the DOE Facility Services?

- If a CREQ request is to be considered in FY15 the system **must** complete the plan approval process through DOE Facility Services prior to application!



Dr. John D. Barge, State School Superintendent  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

# Final Checklist

- All plans and specifications for new or modified facilities are submitted and approved by DOE Facilities Services before May 15<sup>th</sup>, (fifteen months before the program starts).
- System is committed to have all facility construction completed to facilitate program start at the beginning of the school year.
- System is committed to hire a certified teacher for each program grant requested.
- System is committed to provide all necessary resources for program success that are not provided in the grant.

**If the answer to all of the above is yes, move next to the Phase I Application process.**



Dr. John D. Barge, State School Superintendent  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

# Phase I CREQ Application Process

- The initial application is made no later than May 15<sup>th</sup>, fifteen months prior to the start of the program via Consolidated Application.
- The system director must attend the Spring Technical Assistance Drive-in for that region the year the system intends to apply.



# Applying On-Line Correctly

If the wrong date is entered in the Projected Date Instruction will begin in a new facility box. There is a very real chance that your CREQ Grant Application will be missed, as this date is the date used to pull the FY funding report.

Facility	Facilities School Bldg. No.	Lab Name	Lab Status
113	113	Business Education Multi-Use Lab-FY14	New
113	113	Business Education Multi-Use Lab-FY14	New
113	113	Engineering Technology Multi-Use Lab-FY14	New
113	113	FACS Multi-Use Lab-FY14	New
113	113	Healthcare Science Multi-Use Lab-FY14	New

Facilities School Bldg. No.	Facility	Fiscal Year Program projected to be Industry Certified	Requested Funding Amount
113	113	2015	48000
113	113	2015	48000
113	113	2016	36000
113	113	2014	54000



Constr. App by Loc

Facilities S Bldg. No

113

Engineering Technology Multi-Use Lab-FY14  
FACS Multi-Use Lab-FY14  
Healthcare Science Multi-Use Lab-FY14

New  
New  
New

Engineering & Technology  
Family Consumer Science  
Healthcare Science

08/04/2014  
08/04/2014  
08/04/2014

**Your attention to detail as you complete the preliminary requirements and as you make application for your system will be the determining factors as to whether or not your system will receive a grant!**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

**Contact Info:**  
**Skip Brown**  
**CREQ Grant Manager**  
**[skipbrown@doe.k12.ga.us](mailto:skipbrown@doe.k12.ga.us)**  
**404-657-8336**



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)